

## APPENDIX C

### LIST OF FILE NUMBERS

All offices maintaining files are required to prepare a List of File Numbers in accordance with para 5-13, AR 25-400-2. The following supplements those instructions:

- a. Lists should be preceded with identification of the office (Division, Branch, Section, Unit, etc.); name and telephone number of the person who prepared the list; name of approving supervisor (with space for signature and date); name of reviewing/approving RMC (with space for signature and date); and space for signature of RM upon review/approval. (See Figure C-1)
- b. Lists will be prepared on plain bond paper and include file number, file title, brief description of actual documents included under that number, and the disposition appropriate for the office maintaining those files.
- c. Those files subject to the Privacy Act should be annotated with the Privacy Act System Notice Number indicated at the file number description in AR 25-400-2. Records maintained in other than paper form (i.e., microforms, magnetic media, etc.) should also be identified as such on the list.
- d. The RMCs will provide guidance to Records Management Assistants for preparing the lists, and will review for accuracy and compliance prior to submitting them in duplicate to the RM for approval. The RM will review submitted lists and return originals (initialed as approved) to the RMC for forwarding to the Records Management Assistants.
- e. New lists of file numbers will be prepared and submitted to the RM for approval when changes occur.

OM 25-1-98  
29 Jan 99

LIST OF FILE NUMBERS  
DIVISION, BRANCH, SECTION  
PAGE \_\_\_\_\_ OF \_\_\_\_\_

Prepared by \_\_\_\_\_ (Ext. No. \_\_\_\_\_)

Reviewed/Approved: (name, title, signature of supervisor, and date)

Reviewed/Approved: (name and signature of RMC, and date)

Approved: \_\_\_\_\_ (space for initials of RM and date)

<u>FILE NUMBER</u>	<u>TITLE/BRIEF DESCRIPTION</u>	<u>DISPOSITION</u>	<u>PRIVACY ACT</u>	<u>MEDIA</u>
1b	Office General Management Parking and traffic control	Destroy after 1 year		Paper
1c	Office Inspection and Survey IG Inspection Reports	Destroy after the next comparable survey or inspect.		Tape
1f	Office Organization Files TDA, personnel, manpower, other related information	Destroy when no longer needed for current operations		Paper
1y	Office Personnel Registers Personnel sign-in sheets	Destroy after 6 months	A0001aTAPC	Paper
385-10g	Target Practice Safety Files Firing safety measures, area involved, and so forth	Destroy after 1 year, safety cards after 2 years		Paper
640-3c	Identification Card Registers Military identification card accountability registers	Destroy after 5 years.	AO640-3CFSC	Microfilm

Figure C-1